



**Department of Veterans Affairs**  
**STRATEGIC ACQUISITION CENTER (SAC)**  
**TECHNICAL EVALUTION SUPPORT CENTER**  
**Statement of Work**

# TECHNICAL EVALUATION SUPPORT CENTER

## DEPARTMENT OF VETERANS AFFAIRS TECHNICAL EVALUATION SUPPORT CENTER STATEMENT OF WORK

### 1.0. Introduction

The Department of Veteran Affairs (VA), Office of Acquisition Operations, Strategic Acquisition Center (SAC) requires an existing office services solution to support a Technical Evaluation facility. This facility is required in order to accommodate use in first quarter FY16 (October or November timeframe 2015). The SAC requires a turn-key solution in support of Government personnel as they perform all necessary functions incident to the performance of the technical evaluation of proposed acquisition material and service solutions. The required location for this effort is in the vicinity of the 22408 zip code, within 5 square miles of exit 126 on Interstate I-95 in Spotsylvania County Virginia based on the current location of the SAC contracting facility. The Technical Evaluation Facility is expected to provide for the reception and integration of VA personnel involved in source selection processes to include providing secure meeting areas with internet connectivity and areas for the secure storage of medical supplies, equipment and materials associated with contracting activities. The square footage of this facility is expected to be within the general dimensions of 5,000 to 8,000 square feet of working and storage space.

Such a Technical Evaluation facility is normally found corporate centers where proposal develop, technical evaluation and demonstration services for commercial off the shelf or moderately sized acquisition solutions for items in development are required. "Hoteling" contracts such as this do not involve leases or tenancy rights normally associated with the standard commercial lease terms and conditions. "This agreement is the commercial equivalent of an agreement for accommodation(s) in a business center. The client accepts that this agreement creates no tenancy interest, leasehold estate, or other real property interest in the client's favor with respect to the accommodations. The client is being provided the right to share the use of the center.

VA seeks to make use of standard terms and conditions found in the commercial marketplace. VA will not pay for build-out or alteration of the space.

### 2.0. Purpose and Objectives

**Purpose:** The purpose of this Statement of Work (SOW) is to establish a contract between the Department of Veterans Affairs and a vendor that is capable of providing an existing space that meets the VA's turn-key "Hoteling" solution for a Technical Evaluation Facility in the vicinity of the current SAC office.

### 3.0 Performance Details

3.1 This contract is for a SDVOSB set aside for a single-award Firm-Fixed-Price Commercial Contract.

#### 3.2 Period of Performance

The period of performance of the awarded contract shall be for a base period of one (1) base year with four (4) one (1) year option periods exercised at the Government's sole discretion.

## TECHNICAL EVALUATION SUPPORT CENTER

The place of performance is within the 22408 zip code in the vicinity of the Fredericksburg area of Northern Virginia.

### 3.3 Place of Performance

The place of performance is within the 22408 zip code, within 5 square miles of exit 126 (Spotsylvania) of Interstate I-95 in the vicinity of the Fredericksburg area of Northern Virginia.

### 3.4 Requirements

The requirements for the turn-key Technical Evaluation Facility “hoteling” solution include:

1. Mail Receipt and Handling
2. 24/7 secure access to VA space (365 days per year)
3. Lobby or outside building listing
4. Room requirements to include the following: (Estimated 5,300 square feet):
  - a) Two (2) Test & Evaluation Rooms: Approximately 1150 Square Feet each (Secured by Data-watch Card like security system). These rooms require IT and electrical power, folding type conference tables and standard roller chairs to support ten 10 transitional FTEs.
  - b) One (1) Storage Room: approximately 2300 Square Feet (Secured by Data-watch Card like security system) with segregated and secure storage capability to support a minimum of three (3) separate source selection efforts. This room requires phone and electrical power access.
  - c) Two (2) Individual Office Rooms: Approximately 100 Square Feet each. These rooms require office furniture, IT electrical power for one (1) FTEs in each room.
  - d) One (1)-Receptionist/Lobby Area: Approximately 500SqFt (Secured by Data-watch Card like system). This room requires IT and electrical power for one (1) permanent FTE.
5. One (1) contractor Logistics/Administrative support FTE. Duties to include:

The inventory control of products received in support of product evaluations; securing and safe keeping of product evaluation items provided by offerors; management of the return of any products to the offerors or disposal of materials after the conduct of technical product evaluation completion. Additionally the contractor Logistics/Administrative support will be responsible for the development of an integrated master schedule for the planned technical evaluations and scheduling space requirements to support future planned product evaluations.
6. One (1) high speed multi-function printer of brand name or equal capability to a SAVIN MPC5502G with the expected work load of 12,500 copies monthly with 10,000Black/White and 2,500 color printed documents per month.

## TECHNICAL EVALUATION SUPPORT CENTER

7. There must be ready access to major highways and preferably to public transportation and a minimum of 25 available parking spaces.
8. A loading dock and freight elevator access with doorway widths of 48 inches is required to bring oversized medical equipment samples into the facility. Additionally the entrance doorway to the main Technical Evaluation facility space and both test and evaluation rooms and the storage room shall be of 48 inches in width.

### **3.6 Hours of Operation**

Services, utilities, and maintenance will be provided daily, extending from 8 a.m. to 5:30 p.m. except Saturday, Sunday, and Federal holidays unless specifically requested by the Government (e.g. overtime work). The Government shall have access to the space, 24/7, 365 days per year, including the use of electrical services, toilets, lights, elevators, and Government equipment without additional payment. The Government will furnish its own office equipment in terms of individual desktop or laptop computers. The Government will locate a secure location in the communications room of the facility where the office services solution is provided and the Contractor shall install appropriate network connectivity required to support twenty (20) IT drops based on FTE and Test & Evaluation, Office and Storage room requirements. Wireless internet access is required to support the personnel located in the facility in which the hard line IT services are not provided. The ten (10) holidays observed by the Federal Government are follows: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas.

### **4.0 Tasks and Sub-Tasks**

The space, furnishings, amenities and appearance of the offered solution shall facilitate a professional office and working environment in both appearance and amenities. It must meet common standards for Class A office space in the Washington DC area.

Telephone set-up with analog and digital capabilities shall be provided for all office spaces, conference and storage rooms and for a reception area.

**4.1 Building and Space Requirements:** Each office, evaluation and storage space shall include: electrical hookup, internet access, and cable access upon resolution of security issues and hook-up to a VA switch.

The Technical Evaluation office services solution shall be located in a building defined by the Urban Land Institute as Class A and must meet common standards for Class A office space in the Washington DC area. These buildings represent the highest quality buildings in their market. They are generally the best looking buildings with the best construction, and possess high quality building infrastructure. Additionally, Class A buildings are well-located, have good access, and are professionally managed. As a result, Class A buildings attract the highest quality tenants. The space, furnishings, amenities and appearance of the offered solution shall facilitate a professional office and working environment in both appearance and amenities.

## TECHNICAL EVALUTION SUPPORT CENTER

Available amenities and ancillary/support services (such as access to mass transit, parking, etc.) shall be conducive to an effective and productive business and professional environment.

The Contractor shall provide floor plans for the offered space and a valid Certificate of Occupancy for the intended use of the Government and shall meet, maintain, and operate the building in conformance with all applicable current (as of the date of this solicitation) codes and ordinances for the duration of the contract.

Offered space shall meet the applicable egress requirements in National Fire Protection Association (NFPA) 101, Life Safety Code or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the Government. Offered space located below-grade, including parking garage areas, and all areas referred to as "hazardous areas" (defined in NFPA 101) within the entire building (including non-Government areas), shall be protected by an automatic sprinkler system or an equivalent level of safety. Additional automatic fire sprinkler requirements will apply when offered space is located on or above the sixth floor. Unrestricted access to a minimum of two remote exits shall be provided on each floor of Government occupancy. Scissor stairs shall be counted as only one approved exit. Open-air exterior fire escapes will not be counted as an approved exit. Additional fire alarm system requirements will apply when offered space is located two or more stories in height above the lowest level of exit discharge.

The building and the provided space shall be accessible to persons with disabilities in accordance with appendices C and D of 36 CFR Part 1191 (Architectural Barriers Act (ABA) Chapters 1 and 2 and Chapters 3 through 10 of the American Disabilities Act-ABA Accessibility Guidelines).

The Technical Evaluation facility areas shall be free of all asbestos containing materials, except undamaged asbestos flooring in the space or undamaged boiler or pipe insulation outside the space, in which case an asbestos management program conforming to Environmental Protection Agency guidance shall be implemented. The space shall be free of other hazardous materials and in compliance with applicable Federal, state and local environmental laws and regulations.

**4.2 Services, utilities, and maintenance:** The contractor shall provide services, utilities, and maintenance support daily, extending from 8 a.m. to 5:30 p.m. except Saturday, Sunday, and Federal holidays unless specifically requested by the Government (e.g. overtime work). The Government shall have access to the space, 24/7, 365 days per year, including the use of electrical services, toilets, lights, elevators, and Government equipment without additional payment. The Government will furnish its own office equipment in terms of individual desktop or laptop computers. The Government will locate a secure location in the communications room of the facility where the office services solution is provided and the Contractor shall install appropriate network connectivity required to support 20 IT drops based on FTE and test & evaluation and office room requirements. Wireless internet access is required to support the personnel located in the facility in which the hard line IT services are not provided.

Standard environmental services must be provided inclusive of pricing and must include at a minimum: heat, electricity, power, potable water (hot and cold), snow removal, daily trash removal and janitorial, chilled drinking water, air conditioning, toilet supplies, sufficient restroom facilities, elevator service sufficient for the staff, lighting, replacement of lamps,

## TECHNICAL EVALUTION SUPPORT CENTER

tubes, and ballasts. Window washing and carpet cleaning shall be accomplished at least monthly.

### **5.0 Government Furnished Property**

The Government will furnish its test & evaluation, storage and office rooms with required computer equipment. Initial access to the internet shall be via virtual private network.

### **6.0 Government Furnished Information**

The Government will provide the Contractor with necessary procedural guides, business rules, reference materials, and program documentation to meet task objectives. Contractor staff shall sign non-disclosure statements prior to using this information.

### **7.0 Security Requirements**

VA security requirements are detailed in the security attachments to the solicitation which shall be incorporated into any resulting contract. VA police and the Federal Protective Service shall have the right of access to VA space in performance of their duties, 24/7, 365 days per year. Contractor personnel performing normal support functions (mail delivery, etc.) under this contract will be required to have a National Agency Check with Inquiries background check in accordance with the security requirements in Section D of the solicitation.